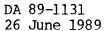
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MEMORANDUM FOR: Director of Communications

Director of Financial Management Director of Information Technology

Director of Logistics

Director of Medical Services

Director of Personnel Director of Security

Director of Training and Education

FROM:

25X1

25X1

Chief, DA Management Staff

SUBJECT:

Guidance for the FY-1991 OMB Budget Estimates Submission

REFERENCE:

Memorandum dated 21 June 1989, DA 89-1056; Subject:

Preliminary Feedback on 15-16 June Excom on 1991 Program

1. The Executive Committee has agreed on a CIA program that totals for 1991. This program includes the

following for our Directorate:

Funds (Millions of Dollars)

Positions

FTE: Full Time Temp/Part Time

- 2. The attached Comptroller memorandum (Attachment A) summarizes the Executive Committee's key decisions, augmenting information provided to you earlier in referenced DA 89-1056, and provides general guidance for preparing the FY 1991 Budget Estimates.
- 3. Your Budget Estimates (three bound copies, two unbound) reflecting required changes are due to us by COB 13 July. Pages 27-31 of the Program and Budget Call contain guidance for your staffs.
- 4. Please have your staffs update the Agency Budget Formulation (ABF) portion of the Budget and Accounting Resource System (BARS) to reflect the approved program as outlined in Attachment B. We have recalculated personal services based on the 31 May 1989 average salary report. All adjustments must be entered into the financial systems by COB 11 July.

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	5. Attachment C contains your revised CPB-4 and -5 forms from your 1991 Program Plan submission. We will need pen and ink changes only reflecting Executive Committee actions to date unless we task your staffs otherwise. All CPB forms must be returned in your submission even if there are no changes. We suggest retaining initiatives dropped from the program for possible future	
5 <b>X</b> 1	use.	
	7. We will be working directly with your staffs and encourage them to call with any questions.	
		STA

## Attachments

- A. 22 June 1989 Comptroller Memorandum
- B. Individual Office Worksheets
- C. Office CPB-4 and CPB-5 Forms

ORIG:C/DDA/MS (26 June 1989) 25X1

## Distribution:

Orig - Each Office Director w/att A only

1 - Each Office B&F/Plans Staff w/atts 2 - DA Registry w/o atts

1 - MS Subject w/atts

1 - MS Chrono w/o atts

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